

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public  
that the following meetings will be held**

**THE WEEK OF  
March 7 – 11, 2016**

**MONDAY, MARCH 7, 2016**

\*5:30 pm Executive Committee

Room 200, Northern Building  
305 E. Walnut Street

**TUESDAY, MARCH 8, 2016**

\*5:00 pm Board of Health

2<sup>nd</sup> Fl. Conference Room, Health Dept.  
610 S. Broadway Street

**WEDNESDAY, MARCH 9, 2016**

(No Meetings)

**THURSDAY, MARCH 10, 2016**

\*9:00 am Fire Investigation Task Force Board of Directors

Sheriff's Office  
2684 Development Drive

\*5:15 pm Human Services Board

Room 365, CTC  
3150 Gershwin Drive

**FRIDAY, MARCH 11, 2016**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

# BOARD OF SUPERVISORS

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## **EXECUTIVE COMMITTEE**

Tom Lund, Chairman  
Patrick Moynihan, Jr., Vice-Chairman  
Steve Fewell, Patrick Evans  
Bernie Erickson, Patrick Buckley, John Van Dyck

### **EXECUTIVE COMMITTEE**

**Monday, March 7, 2016**

**5:30 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of February 8, 2016.

### **Comments from the Public**

### **Vacant Budgeted Positions (Request to Fill)**

1. Child Support – Clerk/Typist II - Vacated – 2/15/16.
2. Clerk of Courts – Deputy Clerk of Courts I - Vacated – 2/29/16.
3. Clerk of Courts – Deputy Clerk of Courts I (.8 FTE) - Vacated – 3/7/16.
4. District Attorney – Legal Assistant I - Vacated – 3/11/16.
5. Human Resources – Human Resources Associate - Vacated – 3/11/16.
6. Human Services – Economic Support Specialist - Vacated – 2/1/16.
7. Human Services – Lead Economic Support Specialist - Vacated – 2/8/16.
8. Human Services – Financial Supervisor - Vacated – 2/12/16.
9. Planning & Land Services – Administrative Secretary - Vacated – 3/1/16.
10. Planning & Land Services – Survey Crew Chief - Vacated – 2/29/16.
11. Public Works (Facilities) – Housekeeper (.5 FTE) - Vacated – 2/1/16.
12. Public Works (Facilities) – Housekeeper Lead - Vacated – 3/1/16.
13. Public Works (Highway) – Superintendent - Vacated – 3/4/16.
14. UW-Extension – Secretary III (.5 FTE) - Vacated – 2/26/16.

### **Legal Bills**

15. Review and Possible Action on Legal Bills to be paid.

### **Communications**

16. Communication from Supervisor Evans re: Discussion on the possible uses for the savings in the reduction of bond payments. Maintenance, promotion of Brown County, Room Tax Stabilization Fund. *Referred from February County Board.*

**Treasurer** – No items.

**Resolutions, Ordinances**

17. Resolution re: Change in Table of Organization for the Health Department Public Health Educator.
18. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure." *Referred from February County Board.*

**Reports**

19. County Executive Report.
20. Internal Auditor Report.
  - a) Monthly Status Update (February 1 – February 29, 2016).
21. Human Resources Report.
  - a) Discussion regarding the calculation for the wage adjustment of the .5%, 1%, 2% and 3%.  
*February Motion: To refer back to Administration to recalculate the 2016 wage increases to compare the 2015 pay to the 2015 market rates and bring back fiscal impact in a month.*

**Other**

22. Such other matters as authorized by law.
23. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BROWN COUNTY BOARD OF HEALTH  
TUESDAY, March 8, 2016  
5:00 PM**

Brown County Health Department  
610 South Broadway Street  
Second Floor Conference Room  
Green Bay, WI 54303

**AGENDA**

1. Call to Order, Welcome, and Introductions
2. Approval / Modification of the Agenda
3. Approval of Minutes of meetings of December 15, 2015 and January 12, 2016
4. Comments from the Public
  - a. Must be limited to items not on the agenda
  - b. State name and address for the record
  - c. Comments will be limited to five minutes
  - d. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
5. Zika Presentation
6. Environmental Division update
7. Correspondences
8. Communication:
  - a) Board of Supervisor meeting January 17, 2016 regarding increasing Board membership from 7 to 9
9. Director's Report
10. PowerPoint Presentation as per 1/27/16 Human Services Committee meeting by Health Director Chua Xiong and her decision regarding the IWTs at Shirley Wind
11. All Other Business Authorized by Law
12. Adjournment / Next Meeting Schedule

**Board of Health members please RSVP attendance to Patti at 448-6405 no later than 4:30 PM Friday, March 4, 2016. Thank you!**

Notice is hereby given that action by this board may be taken on any of the items which are described or listed in this agenda.

**BROWN COUNTY FIRE INVESTIGATION TASK FORCE  
BOARD OF DIRECTORS**

**AGENDA**

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, March 10, 2016, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

- ITEM #1. Adoption of the Agenda.
- ITEM #2. Review Minutes of Previous Meeting.
- ITEM #3. Report of Monthly Activities of the Fire Investigation Unit.
- ITEM #4. Report of the General Membership President.
- ITEM #5. Financial Report.
- ITEM #6. Old Business.
  - A. Disposition of Case Proceedings.
  - B. Review and Approve Strategic Plan.
- ITEM #7. New Business.
  - A. Review Proposed Bylaw Changes with Possible Action.
  - B. Elect Interim Chairperson and Vice-Chairperson.
- ITEM #8. Report of Juvenile Firesetter Program Coordinator.
- ITEM #9. Other Matters.
- ITEM #10. Set Date, Time, and Location of Next Meeting.
- ITEM #11. Adjourn.

Michael Nieft, Chairperson of the Board  
Brown County Fire Investigation Task Force

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Erik Pritzl, Executive Director

### MEETING OF THE HUMAN SERVICES BOARD

Thursday, March 10, 2016

COMMUNITY TREATMENT CENTER, ROOM 365

3150 GERSHWIN DRIVE, GREEN BAY, WI 54311

5:15 P.M.

### AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of February 11, 2016 Human Services Board Meeting.
4. Executive Director's Report.
5. Nutritional Services Manager Report.
6. Discussion/Action – Proposal for Detoxification Services.
7. Discussion/Action – Proposal for Day Report Center.
8. Financial Report for Community Treatment Center and Community Programs.
9. \*Statistical Reports.
  - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - b. Monthly Inpatient Data – Bellin Psychiatric Center.
  - c. Child Protection – Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
10. \*Request for New Non-Continuous Vendor.
11. Other Matters.
12. Adjourn Business Meeting.

*\*Note: attached as written reports*

#### Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.





## MARCH 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 11:00 am	3 Ed & Rec @ Museum 5:30 pm	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13 	14	15 Veterans Recognition Subcmte 4:30 pm	16 Spc Human Services 6:45 pm <b>Board of Supervisors 7:00 pm</b>	17 	18	19
20	21	22	23 Human Svc 5:30 pm	24 Admin 5:30 pm	25	26
27 	28 Land Con 6 pm PD&T 6:15 pm	29	30	31		



## APRIL 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 	6 Public Safety 11:00 am	7 CJCB 8:00am Ed & Rec @ SW Branch Library 5:30 pm	8	9
10	11 Executive Cmte 5:30 pm	12	13	14	15 Mental Health Ad Hoc 12:00 pm	16
17	18	19 <b>Board of Supervisors Organizational Mtg 9:30 am</b> Veterans Recognition Subcmte 4:30 pm	20	21	22 	23
24	25 Land Con 5 pm PD&T 5:15 pm	26	27 Human Svc 5:30 pm	28 Admin 5:30 pm	29	30

## **BROWN COUNTY COMMITTEE MINUTES**

- Aging & Disability Resource Center (December 10, 2015 and January 28, 2016)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**



**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**BOARD OF DIRECTOR'S MEETING**

**December 10, 2015**

**PRESENT:** Marvin Rucker, Beth Relich, Barbara Robinson, Joan Swigert, Pat Finder-Stone, Larry Epstein, Pat Hickey, Jessica Nell, Ramon Fierros, Melanie Maczka

**ABSENT:** None

**EXCUSED:** Supervisor Corrie Campbell, Lori Rasmussen, Lisa Van Donsel

**ALSO PRESENT:** Devon Christianson, Kinsey Black, Debra Bowers, Laurie Ropson, Christel Giesen, Diana Brown, Tina Whetung

The meeting was called to order by Chairperson Rucker at 8:35 a.m.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA:** Mr. Epstein/Ms. Relich moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF October 22, 2015:** Ms. Finder-Stone/Ms. Relich moved to approve the minutes of the regular meeting of October 22, 2015. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT:**

Ms. Bowers referred to the End of Year Forecasting Financial Report to demonstrate the estimated expenses and revenues for 2015 including discussions in comparison to the budget demonstrating a favorable end of year financial position.

Mr. Epstein/Ms. Hickey moved to approve the End of Year Forecasting Finance Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

Ms. Bowers referred to the Restricted Revenue & Expense handout. During the month of October the ACRD received:

- \$250 donation in memory of Peg Gunville from Donald Gunville for the Loan Closet
- \$250 donation from the Caregiver Coalition to support 2016 Caregiver Events

Ms. Relich/Ms. Maczka moved to approve the October 2015 restricted donations. **MOTION CARRIED.**

**ELDERTREE PRESENTATION:** Mr. Epstein indicated that he was introduced to the Eldertree Social Media platform while attending the Prevention Summit and pointed out that it was developed by UW Madison with design input from older adults. This free, web based communication tool is used to connect older adults, family, and friends across the state. Living in Wisconsin, having access to a computer, and being age 65 or older are the requirements to create an account through this social media platform. Mr. Epstein is a community administrator, which allows him to register accounts for consumers. Eldertree allows older adults to connect with each other, stay in touch with family and friends, learn about local events and resources in their community, track their health and personal to-do's, learn about preventing falls, safe driving, medication management, caregiving, and health and wellness. Mr. Epstein walked through the sign up process for both single and group accounts and

thought holding registration events at the ADRC may be an opportunity where consumers are able to sign up and learn about the features of Eldertree. Mr. Epstein demonstrated the different features on the site and how each of them can be used. Ms. Christianson commented that older adults in need of rides, lawn care, or snow removal could use this tool as an opportunity to connect with their neighbors. Due to many of the same needs, Board Members discussed how this could also be an opportunity for adults with disabilities. Mr. Epstein mentioned that he will be providing feedback for improvements to the UW administrators. Discussion occurred around the target demographic shifting to older adults who are lonely, living alone, or in need of these resources.

**REVIEW AND APPROVAL OF S.85.21 SPECIALIZED TRANSPORTATION APPLICATION:** Ms. Giesen referred to the Specialized Transportation Assistance Program Summary to highlight positive feedback and areas of concerns that were presented during the public hearing in November, 2015. The local Transportation Coordinating Committee approved the 85.21 plan during its meeting earlier this week, and she referenced the letter included in the board packet. In addition, Ms. Giesen indicated that there has been a small increase in funding for this grant, summarized the proposed project budget, and discussed how the ADRC Trust is utilized.

Ms. Giesen called attention to the Access & Expansion Project that may include: hiring a Mobility Manager for the community, collaborating with Casa Alba Hispanic Resource Center to hire Spanish speaking drivers, hiring a Volunteer Coordinator dedicated to transportation, expanding service hours, or providing specialized transportation options.

Board members also provided feedback in regards to the Public Hearing indicating that a lack of attendance at the public hearing and the cost and bureaucracy of vehicle re-registration for Curative Connections are concerning. Discussion around the term "Public Hearing" occurred and Board members wondered if this could be a deterrent for some folks. Ms. Giesen reported that the 85.21 statutes require a "Public Hearing", however, the ADRC could add additional language on the notice that could reduce the fear of providing public testimony. Board members also discussed reasons for a lack of attendance at the Public Hearing that included: persons not having a way to get to the Public Hearing, frustration with the transportation system, feeling that nothing will be changed since issues have been present for years, depression because of their situation, or they are intimidated by the issues.

Ms. Giesen thanked the Board for their feedback and indicated that the 85.21 Specialized Transportation Grant funds provide a large volume of rides; however, the service area overlaps with other providers and programs, such as Para Transit services. In order to maximize the 85.21 transportation grant funds and make the biggest impact, these gaps need to be identified.

Ms. Christianson indicated that the Brown County Planning Department, in conjunction with the Transportation Coordinating Committee, conduct a comprehensive transportation plan every 5 years, allowing public input and include all of the providers that serve older adults and persons with disabilities. This comprehensive evaluation and plan is an opportunity for all of Brown County's needs to be explored instead of just the 85.21 programs. In addition, the ADRC Board has approved an assessment of needs in the rural communities by the Brown County Planning Department that will be conducted at the same time as the 5 year plan. Late summer of 2016 will produce both assessments and plans.

Ms. Finder-Stone indicated that area hospitals may be interested in collaborating on his project as well.

Ms. Relich/Ms. Finder-Stone moved to approve 85.21 Specialized Transportation Grant Application.  
**MOTION CARRIED.**

**ENTER INTO CLOSED SESSION:** Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

**A. EXECUTIVE DIRECTOR EVALUATION:** Ms. Robinson/Ms. Finder-Stone moved to approve Ms. Christianson's evaluation, grade, and merit. **MOTION CARRIED.**

**B. CLASSIFICATION I&A COORDINATOR:** Mr. Epstein/Ms. Maczka moved to approve the I&A Coordinator classification. **MOTION CARRIED.**

Ms. Relich/Mr. Epstein moved to approve moving into closed session at 9:53 a.m. **MOTION CARRIED.**

**RETURN TO OPEN SESSION:** Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Finder-Stone/Ms. Robinson moved to approve returning to open session at 10:19 a.m. **MOTION CARRIED.**

**A. NOMINATIONS:**

Mr. Rucker referred to the Slate of Officers, Reappointments, and Appointments handout and indicated that Mr. Epstein and Ms. Maczka are interested in serving an additional three-year term.

Ms. Finder-Stone/Ms. Hickey moved to approve the reappoint Mr. Epstein and Ms. Maczka to the Board. **MOTION CARRIED.**

Ms. Christianson indicated that Bev Bartlett, recently retired from the Alzheimer's Association, has applied for the vacant Board opening. If approved, Ms. Bartlett's information and recommendation from the Board would be sent to County Executive Streckenbach to be included at a County Board Meeting for approval in January.

Ms. Finder-Stone/Ms. Robinson moved to appoint Bev Bartlett to the Board. **MOTION CARRIED.**

**B. PROPOSED SLATE OF OFFICERS 2016:**

Mr. Rucker referred to the Slate of Officers, Reappointments, and Appointments handout and reported that the proposed slate of officers have been contacted and agreed to serve in the following positions for 2016:

- **CHAIRPERSON – MARVIN RUCKER**
- **VICE-CHAIRPERSON – BARB ROBINSON**
- **SECRETARY – PAT HICKEY**
- **TREASURER – BETH RELICH**

Mr. Rucker asked three times if there were any other recommendations for officers from the floor.

Mr. Epstein/Ms. Maczka moved to approve the slate of officers as listed on the handout. **MOTION CARRIED.**

Mr. Rucker presented a certificate of appreciation to Ms. Swigert for her dedicated service on the Board.

Ms. Swigert thanked the Board and indicated that she always appreciated the positive and encompassing support received and thought it was a pleasure to be on the Board.

**LEGISLATIVE UPDATES:** Ms. Finder-Stone mentioned that The RAISE Act was passed through the Senate.

Ms. Finder-Stone also heard that Governor Walker may be interested in running for a third term.

Mr. Epstein announced that he received a message from Congressman Ribble and Representative Pocan in regards to long term studies on comprehensive outcomes and returns for the economy on prevention programs. This will be positive movement for prevention.

**ANNOUNCEMENTS:** Ms. Christianson thanked Ms. Relich for designating the ADRC as the recipient of the funds from the KI “jeans month” in December. This allows staff to wear jeans each day if they pay a fee and designate a charity as the recipient of the funds.

Ms. Christianson announced that Ms. Nell received the “Die Hard Self Advocate” award at the Self Determination Conference. Ms. Nell indicated that she had no idea she was receiving the prestigious award and was chosen to receive this award to recognize her advocacy efforts throughout the year.

Ms. Christianson recognized Ms. Maczka for her award through the Mexican Consulate. Ms. Maczka indicated that this recognition is usually given to a Mexican; however, they made an exception for her. It was a nice event held in Chicago.

Mr. Epstein announced that he is becoming a grief counselor.

Mr. Rucker mentioned that he has been teaching a Kickboxing class at the ADRC for several years. The classes take place on Monday and Wednesday evenings and start at 5:45. Mr. Rucker invited Board Members to participate in this class if they are interested.

Ms. Giesen thanked the Board Members for not only volunteering their time on the Board but also in numerous other opportunities within the ADRC as well. As a thank you from the agency, the Board Members received an ADRC travel mug with goodies inside.

**NEXT MEETING** – The next meeting will be Thursday, January 22, 2016 at 8:30 a.m. at the ADRC.

**ADJOURN:**

Mr. Epstein/Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.**  
The meeting adjourned at 10:43 a.m.

Respectfully submitted,

Kinsey Black  
Administrative Specialist

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**BOARD MEETING**

**January 28<sup>th</sup>, 2016**

**PRESENT:** Marvin Rucker, Beth Relich, Barbara Robinson, Larry Epstein,  
Melanie Maczka, Corrie Campbell, Ramon Fierros, Pat Finder-Stone, Lisa Van  
Donsel, Pat Hickey, Beverly Bartlett

**EXCUSED:** Jessica Nell, Lori Rasmussen

**ALSO PRESENT:** Ms. Christianson Christianson, Christel Giesen, Debra Bowers, Laurie  
Ropson, Kristin Willems, John Holzer, Diana Brown, Jeff Huguet

The meeting was called to order by Chairperson Rucker at 8:32 a.m.

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS:** Introductions were made by all present including ADRC's newest Board member Bev Bartlett and staff member, Kristin Willems. Ms. Bartlett shared that she is retired and she and her husband have five children. She previously worked for the ADRC when it was known as the Commission on Aging of Brown County for 17 years and later the Alzheimer's Association for 19 years.

Kristin Willems introduced herself sharing that she started at ADRC in April of 2015 and recently moved into the Administrative Specialist position. In that role she will be taking Board minutes, communicating with members and arranging the meetings.

**ADOPTION OF AGENDA:** Mr. Epstein/ Ms. Relich moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF December 10, 2015:**

Ms. Relich/Ms. Finder-Stone moved to approve the minutes of the regular meeting of December 10, 2016. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT-PRELIMINARY YEAR END:**

Ms. Bowers referred to the 2015 Preliminary Finance Report, Preliminary End of Year Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues at year end including the month of December.

Sup. Campbell inquired about the food service provider and process for contracting for that service due to two recent complaints from constituents. Ms. Christianson explained that Aramark is the current provider and it is contracted

following a RFP process every three years. Additionally, Ms. Christianson shared that though the initial transition from Konop to Aramark was challenging, the last two years have been positive and ADRC received no complaints related to the food quality in 2015. She stated that ADRC staff would be happy to follow-up with the two constituents, and invited Board members to view the menu and try a meal by making a reservation at any meal site.

Federal Administrative Medical Assistance (MA) Claiming revenues were significantly lower than projected for 2015 and in response, Mr. Rucker clarified the process of billing in fifteen minute increments and discussed the complexity of such documentation and forecasting revenues due to staff turnover, training and the tendency to underestimate time it takes to complete a task. Ms. Robinson inquired about audit process and repayment risk. Ms. Christianson explained the risk is very low due to the fact that staff are trained and use of state-provided tools, and the funds are administrative not tied to individual consumers rather the task and topic that has been agreed upon between the federal and state governments. If the ADRC were audited, the State would perform that audit and would review time sheets and MA logs. Mr. Rucker acknowledged ADRC staff for the excellent job done through the Family Care transition and implementation in 2015.

Ms. Van Donsel/Mr. Epstein moved to approve the Finance Report-Preliminary Year End Report. **MOTION CARRIED.**

#### **B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS-DECEMBER 2014:**

For the month of December, the ADRC received a total of \$7,000 restricted donations: \$5,000 was received from an anonymous donor through the Green Bay Community Foundation and \$2,000 from Anthem Blue Cross employees for the Loan Closet.

Ms. Relich inquired about the percentage of total revenue that is comprised of donations and Ms. Bowers responded that .5% of the ADRC's total revenue is donations.

Mr. Epstein shared that he had donated \$200 designated for prevention in 2015 and inquired why it was not listed in the Restricted Revenue & Expense Report. Ms. Bowers thanked Mr. Epstein for the donation and shared that the funds were used in prevention programming in 2015, but that the funds were designation rather than restricted and therefore not included in the restricted funds.

Ms. Van Donsel shared that when MHA-Brown County closed \$500 was donated to the ADRC and restricted for programming related to mental health. Ms. Christianson expressed appreciation for the donation and stated that due to Family Care Expansion the ADRC did not use the funds in 2015 but plan to so in 2016.

Ms. Hickey/Mr. Campbell moved to approve the Restricted Revenue & Expense Report for December 31, 2015. **MOTION CARRIED.**

**C. PRELIMINARY NET ASSET REPORT YEAR END:**

Ms. Bowers referred to the Preliminary Net Asset Report which is nearly finalized but still preliminary report. Changes from the 2014 Net Asset Report include the following new categories: Permanently Restricted, Temporarily Restricted and Donor Restricted. These categories were added due to auditor recommendations. Ms. Bowers anticipates presenting a final Net Asset Report in March following the closing of the 2015 financial books. Ms. Bowers reviewed the formula previously approved to return resources to Brown County and based on the preliminary reports, there would be no funds available to return.

Sup. Campbell questioned the Modernization-Phase2 allocation in the Unrestricted Committed funds, which Ms. Christianson explained the Board restricted based on preliminary estimates to complete the modernization of room 142, unisex bathroom and exercise room at 300 S. Adams and possible updates to 331 S. Adams.

Ms. Maczka/Sup. Campbell moved to approve the Preliminary Net Asset Report Year End. **MOTION CARRIED.**

**FIRST RESPONDER TRAINING: IMPACT AND OVERVIEW-JEFF HUGUET:**

Ms. Christianson introduced Mr. Huguet who is a terrific volunteer with the ADRC involved with the Dementia Capable Community Coalition and Chair of the Crisis Intervention Committee of the Coalition.

Jeff, a former police officer and ballet dancer, shared that he is a firefighter/paramedic and he and his wife own Nurse Next Door home care agency and in both roles he sees the impact of the disease in our community. Jeff shared that he and Katheryn Graham, of the Alzheimer's Association, brought a four-hour training to GBFD training all firefighters to increase knowledge about the disease and ensure patient centered care is provided due to the fact that emergency responders encounter people with dementia on a regular basis in the community.

Jeff provided a brief video highlighting Alzheimer's disease and an overview of the training provided including facts related to prevalence, projected growth, cost, and tips for recognizing, approaching and caring for individuals with dementia, behaviors, safety and intervention strategies.

Ms. Bartlett expressed the importance of training for professionals, agencies and caregivers not only about the disease but about the services such as the ADRC, and preventative initiatives such as the File of Life.

Mr. Huguet shared that the response from firefighters has been positive and the intention is to continue to offer the sessions as well as expand to departments in other

communities throughout Brown County. He suggested that if Board members have contacts in their communities, they could make the recommendation to bring the training to that department in order to help move the initiative forward.

**STAFF REPORT-JOHN HOLZER:**

Mr. Holzer, Facilities/Placement Coordinator, manages ADRC facility maintenance, coordinates the placement of court-ordered community service for Brown County and the placement of work experience program candidates at the ADRC. Mr. Holzer provided a handout to demonstrate updates and changes in 2015.

Mr. Holzer referenced the 2015 Loan Closet Annual Report and highlighted the newly implemented \$10 contribution per equipment loaned, which has been well received by the community and is currently at 13% of the \$10,000 budget target. Additionally, in 2015 the area Lions Clubs joined with the Green Bay West Lions Club, a long-time partner, to support the ADRC Loan Closet as a joint project. The five year plan is to work with other loan closets, the community and partners to create one community loan closet for Brown County to accommodate increased need for space and demand.

Sup. Campbell requested clarification about ADRC role and expressed that the loan closet is an integral part of the ADRC and important as an initial service to help get people connected to other programs as well as to raise awareness about the ADRC when community members donate to the loan closet. Discussion related to needs, role, funding, equipment type and space occurred. Sup. Campbell stressed that from her perspective the Loan Closet must stay with the ADRC in part due to the branding and the agency's role as the first point of contact. Mr. Rucker stated that maintaining the ADRC's role as that first point and one stop shop is critical but it may not be possible due to resources including funding that is needed to operate such a program.

The ADRC is in the very initial stages of gathering input from the other loan closets and exploring options as a community and agreed to keep the Board apprised of this exploration and options as available. Additionally, the Board stated that they would like to be involved in approving the plan as it is developed. Ms. Christianson and Mr. Holzer confirmed that this would be the case and as with all program decisions the customer will be kept at the forefront.

Mr. Holzer reviewed the Maintenance Worker Incentive Fund. This program recognizes ADRC maintenance staff, all of whom are paid minimum wage, for great customer service.

Mr. Holzer discussed the new partnership with Quality Inn to increase parking by a total of 13 spots on a long-term but not permanent basis (two spaces created by removing the dumpster and utilizing the hotels, and eleven by removing the planter). Though we are still in the planning stage of this creative partnership, the outcome will benefit customers as parking limitations are an ongoing issue.



Ms. Christianson acknowledged Mr. Holzer's work and thanked the Board for their support that resulted in a full-time Maintenance Assistant in 2015.

#### **DIRECTOR'S REPORT:**

##### **A. REVIEW OF BOARD OFFICERS AND COMMITTEES FOR 2016:**

Ms. Christianson referenced the 2016 Board Calendar and the listing of Board of members and committee assignments (handouts) and requested that Board members notify the ADRC if corrections or updates are needed.

##### **B. COMPLAINT AND GRIEVANCE ANNUAL REPORT FOR 2105:**

Ms. Christianson summarized the 2015 Complaint Report (handout) which is required to be provided to the Board annually. In previous years, verbal rather than written reports were provided due to so few complaints. The increase in complaints in 2015 was anticipated due to the expansion of services with Family Care.

##### **C. POLICY REVIEW AND APPROVAL:** Ms. Christianson reviewed the Alzheimer's Family Caregiver Support Program (AFCSP) Wait List Policy (handout). In 2016 the ADRC is operating the program rather than contracting the funds to Curative Connections for adult day services. To date, the program has had seven referrals and we do not have a wait list but the policy identifies how we will serve individuals once funds are exhausted.

Ms. Relich clarified whether those on the wait list will have priority the next year and Ms. Christianson confirmed that and shared that the Caregiver Assistant will have ongoing contact with the caregivers participating as well as those on the wait list and that communication with those on the wait list will occur in the fall alerting them to the new application and assessment for the following year.

Ms. Finder-Stone/Ms. Robinson moved to approve the Alzheimer's Family Caregiver Support Program (AFCSP) Wait List Policy. **MOTION CARRIED**

#### **LEGISLATIVE UPDATES:**

Ms. Christianson reminded Board members of the Wisconsin Cares legislation package (bills put forth by the Speaker's Task Force on Alzheimer's and Dementia) she previously sent via email.

Ms. Giesen shared that one of those bills includes an additional one million in funds for the AFCSP program and relayed information received from Janet Zander, GWAAR, stating that the Assembly Committee on Mental Health Reform will hold an Executive Session to take action on the Wisconsin Cares legislation package on Mon., Feb. 1<sup>st</sup> at 11:00 a.m. Agenda is posted [here](#). If your Representative is serving on the **Committee on Mental Health Reform** let him/her know how these bills impact you, your agency,

and individuals with Alzheimer's and other forms of dementia and their caregivers in your community.

**ANNOUNCEMENTS:** Sup. Campbell shared that Brown County allocated one million in additional funds to support individuals with mental health including three additional mobile Crisis Units to assist people in crisis situations.

Ms. Van Donsel shared that the MS Support Group is hosting an educational session at the library on February 9<sup>th</sup> at 1:00pm on Supplements and Vitamins that can assist individuals with Multiple Sclerosis and other autoimmune disorders (flier distributed).

**NEXT MEETING:** The next Board of Director's meeting will be February 25 at 8:30 a.m. at the ADRC.

**ADJOURN:** Ms. Relich/ Ms. Van Donsel moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Christel Giesen, Assistant Director